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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2019**

**MARKING GUIDELINES**

**MARKS: 180**

CENTRE NUMBER							
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**FINAL MARK**

EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	23	24	26	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

**These marking guidelines consist of 15 pages.**

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EXAMINATION  
NUMBER

**IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.**

**QUESTION 1**

File name: 1Mahal

Total Q1: 27

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Text outline</b> <ul style="list-style-type: none"> <li>Any red text outline set ✓</li> <li>Width: 1.5 pt ✓</li> <li>Applied to 'A Marvel' ✓</li> </ul>	1		3	
		1			
		1			
1.1.2	<b>Picture scale</b> <ul style="list-style-type: none"> <li>Height set to 60% ✓ (4.73 cm <b>OR</b> 4.74 cm)</li> <li>Width set to 40% ✓ (6.23 cm)</li> </ul>	1		2	
		1			
1.1.3	<b>Vertical page alignment: First page</b> <ul style="list-style-type: none"> <li>Vertical page alignment set to centre ✓</li> </ul>	1		1	
1.2	<b>Table of contents (below heading 'Table of Contents')</b> <ul style="list-style-type: none"> <li>Any automatic table of contents inserted ✓ (<i>ignore if the text 'Contents' <b>OR</b> 'Table of Contents' appear twice</i>)</li> </ul>	1		1	
1.3	<b>Style modified: Heading 1</b> <ul style="list-style-type: none"> <li>Any bullet added to heading ✓</li> <li>Correct bullet ❖ ✓</li> <li>Bullet indent set at 0 ✓ (<i>mark from Reveal Formatting</i>)</li> <li>All occurrences of 'Heading 1' <u>style</u> updated ✓ (7 occurrences)</li> </ul>	1		4	
		1			
		1			
		1			
		1			
1.4	<b>Drop cap</b> <ul style="list-style-type: none"> <li>Dropped cap option applied to 'W' of 'What' ✓</li> <li>Appears over 4 lines ✓ (<i>allocate second mark if appears as example</i>)</li> </ul>	1		2	
		1			
1.5	<b>Hyperlink ('Agra')</b> <ul style="list-style-type: none"> <li>Hyperlink links to 1Town <b>OR</b> 1town file ✓</li> </ul>	1		1	
1.6	<b>Footnote text</b> <ul style="list-style-type: none"> <li>Text 'Indian poet' added to original footnote ✓ (<i>do not allocate mark if * symbol was changed</i>)</li> </ul>	1		1	
1.7	<b>Pagination options ('Over 20 000 people ...')</b> <ul style="list-style-type: none"> <li>'Keep lines together' checked ✓</li> </ul>	1		1	

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1.8	<b>Index subentry ('Taj Mahal Garden')</b> <ul style="list-style-type: none"> <li>Subentry <u>added</u> to 'Paradise Garden' ✓ (2 entries appear if Show/Hide is switched on {XE "Paradise Garden: Multiples of 4"}{XE "Paradise Garden Timurid Style"})</li> <li>'Multiples of 4' added as text to subentry ✓</li> </ul>	1		2	
		1			
1.9	<b>Shape and textbox ('Photos of Taj Mahal')</b> <ul style="list-style-type: none"> <li>Left arrow shape added ✓</li> <li>Fill of shape removed/white ✓</li> <li>Text 'Splendid workmanship' added ✓</li> <li>Outline of textbox removed/wrapping applied ✓</li> <li>Shape and textbox/text appear similar to the screenshot ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
1.10	<b>Hidden text (font effect)</b> <ul style="list-style-type: none"> <li>Text 'Adapted from <a href="https://www.holidify.com/">https://www.holidify.com/</a>' hidden ✓ (at the end of the document) (switch on Show/Hide setting to mark)</li> </ul>	1		1	
1.11	<b>Page footer</b> <ul style="list-style-type: none"> <li>Section break/Next Page (break) added on the second last page ✓</li> <li>Text 'Taj Mahal' appears in footer ✓</li> <li>Text appears only on last page ✓</li> </ul>	1		3	
		1			
		1			
		1			
	<b>Total for QUESTION 1</b>			<b>[27]</b>	

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EXAMINATION NUMBER														
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This page is empty to facilitate accurate marking for side-by-side booklet printout.

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EXAMINATION  
NUMBER**QUESTION 2****File name: 2Visit****Total Q2: 23**

No	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Line spacing</b> • Line spacing set to Double <b>OR</b> set to 2 ✓	1		1	
2.2	<b>Hyphenation</b> • Automatic hyphenation applied ✓	1		1	
2.3	<b>Page numbering</b> • Numbering style changed to any 'Accent Bar' ✓	1		1	
2.4	<b>Cross-reference</b> • Cross reference replace text 'crowds' ✓ ( <i>Alt+F9 {REF_ Ref..... \h}</i> ) • Moves to heading 'Tourist influx at Taj Mahal' ✓	1		2	
2.5	<b>Source – Corporate author ('Visit Wonderful India')</b> • 'India Tourism' added to source ✓ ( <i>anywhere</i> ) • As 'Corporate author' ✓	1		2	
2.6	<b>Edit citation</b> • Citation pages '43-49' inserted ✓ ( <i>pp. 43-49</i> )	1		1	
2.7	<b>Table</b> • First row merged ✓ • Fitted across page ✓ ( <i>preferred width 100%</i> ) • Any outside border added ✓ • Outside thick-thin border added ✓	1		4	
2.8	<b>Multi-level list</b> • First level number set to 1) ✓ • Second number set to a) ✓ ○ Alignment of second level set to 0.7 cm ✓ ○ Text indent of second level set to 1.5 cm ✓ • Multi-level list applied ✓	1		5	
2.9	<b>Chart/Graph</b> • Any chart inserted on the last page ✓ • Pie chart ✓ inserted • Data from 2Time used ✓ • Chart title appears: 'Time spent at (the) Taj Mahal' ✓	1		4	
2.10	<b>Page colour/background</b> • Page colour changed ✓ ( <i>not light yellow</i> ) • Picture 2Back used ✓ ( <i>do not allocate second mark if inserted as a watermark</i> )	1		2	
	<b>Total for QUESTION 2</b>			<b>[23]</b>	

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EXAMINATION  
NUMBER**QUESTION 3****File name: 3Stats****Total Q3: 24**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
Foreign worksheet					
3.1	<b>Cells A1:I3:</b> <ul style="list-style-type: none"><li>• Correct cells merged ✓ <i>(do not allocate the mark if the heading was centred)</i></li><li>• Font size changed to 26 ✓</li></ul>	1		2	
		1			
3.2	<b>Foreign tab colour:</b> <ul style="list-style-type: none"><li>• Tab colour changed to any purple colour ✓</li></ul>	1		1	
3.3	<b>Cell B17</b> <i>(Expected answer: R 9 397 276):</i> <ul style="list-style-type: none"><li>• =C17/5 ✓</li><li>• Rand currency/Accounting/Custom (ZAR) format applied ✓</li></ul>	1		2	
		1			
3.4	<b>Cell C74</b> <i>(Expected answer: ₹ 10 030 329 040):</i> =SUM(C9,C15,C33,C42, <b>C52</b> ,C63,C73) <ul style="list-style-type: none"><li>• Cell C52 included anywhere in function ✓</li></ul>	1		1	
3.5	<b>Cell D8</b> <i>(Expected answer: 1 118 983):</i> <b>=D9-D7</b>  <b>OR</b> <b>E8-(E8*G8/100)</b> <ul style="list-style-type: none"><li>• Correct cells used (D9,D7 <b>OR</b> E8,G8) ✓</li><li>• Calculated correctly ✓</li></ul>			2	
		1			
3.6	<b>Conditional formatting: Cells H17:H32</b> <ul style="list-style-type: none"><li>• Conditional formatting applied to cells H17:H32 ✓</li><li>• Formula: =H17 ✓ &gt; G17 ✓ <b>OR</b> H17:H32&gt;G17:G32 <i>(ignore the position of the absolute cell reference)</i></li><li>• Absolute cell reference applied to column only <b>OR</b> removed ✓ <i>(=\$H17&gt;\$G17 <b>OR</b> \$H17:\$H32&gt;\$G17:\$G32 <b>OR</b> =H17&gt;G17)</i></li><li>• Cells formatted to green font ✓</li></ul>			5	
		1			
		2			
		1			
		1			

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NUMBER

3.7	<p><b>Cell I7: (CHECK FOR BUILDING BLOCKS)</b>  <b>=IF(E7&gt;D7,IF(F7&gt;E7,"Regular","Strong"),"Strong")</b>  <b>OR</b>  <b>=IF(D7&gt;E7,"Strong",IF(E7&gt;F7,"Strong","Regular"))</b>  <b>OR</b>  <b>=IF(D7&lt;E7,IF(E7&lt;F7,"Regular","Strong"),"Strong")</b>  <b>OR</b>  <b>=IF(D7&gt;E7,"Strong",IF(E7&lt;F7,"Regular","Strong"))</b>  <b>OR</b>  <b>=IF(G7&gt;0,IF(H7&gt;0,"Regular","Strong"),"Strong")</b>  <b>OR</b>  <b>=IF(G7&lt;=0,"Strong",IF(H7&lt;=0,"Strong","Regular"))</b>  <b>OR</b>  <b>=IF((E7-D7)&lt;0,"Strong",IF((F7-E7)&lt;0,"Strong","Regular"))</b>  <b>Accept</b>  <b>=IF(AND(E7&gt;D7,F7&gt;E7),"Regular","Strong")</b>  <b>OR</b>  <b>=IF(AND(D7&lt;E7,E7&lt;F7),"Regular","Strong")</b>  <b>OR</b>  <b>=IF(AND(G7&gt;0,H7&gt;0),"Regular","Strong")</b>  <b>OR</b>  <b>=IFS(AND(G7&gt;0,H7&gt;0),"Regular",OR(G7&lt;0,H7&lt;0),"Strong")</b></p> <ul style="list-style-type: none"> <li>Criteria 1: Check for increase from 2016 to 2017 ✓</li> <li>Criteria 2: Check for increase from 2017 to 2018 ✓</li> <li>Output 1: "Regular" ✓ if both conditions true ✓</li> <li>Output 2: "Strong" for any other combinations ✓</li> </ul>	1 1 2 1		5	
<b>Country worksheet</b>					
3.8	<p><b>Chart/Graph</b></p> <ul style="list-style-type: none"> <li>2017 series deleted ✓</li> <li>Minor gridlines formatted to 60% transparency ✓</li> <li>'Series 1' changed to 2016 ✓</li> <li>2018 series filled ✓ with 3Taj image ✓ and stacked ✓</li> </ul>	1 1 1 3		6	
	<b>Total for QUESTION 3</b>			<b>[24]</b>	

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EXAMINATION  
NUMBER

4.6	<b>Cell I7:</b> <b>=HOUR(H7-G7)</b> <b>Accept</b> <b>=HOUR(H7)-HOUR(G7)</b> <ul style="list-style-type: none"> <li>HOUR function used for both values (G7,H7) ✓</li> <li>Subtracted correctly ✓</li> </ul>	1 1		2	
4.7	<b>Cell L7:</b> <b>=VLOOKUP(D7,Countries!\$A\$3:\$C\$65,K7)*F7</b>  <b>OR</b> <b>=IF(K7=2,VLOOKUP(D7,Countries!\$A\$3:\$C\$65,2),</b> <b>VLOOKUP(D7,Countries!\$A\$2:\$C\$65,3)*F7</b>  <b>OR</b> <b>=VLOOKUP(D7,Countries!\$A\$3:\$C\$65,IF(K7=2,2,3))</b> <b>*F7</b> <ul style="list-style-type: none"> <li>Lookup value: D7 ✓</li> <li>Table array: Countries!\$A\$3:\$C\$65 ✓ <b>OR</b> Countries!\$A\$2:\$C\$65</li> <li>Absolute cell referencing ✓ (<i>also accept on rows</i>)</li> <li>Return column: K7 ✓ (<b>OR IF(K7=2...)</b>)</li> <li>* F7 ✓</li> </ul>	1 1 1 1 1		5	
4.8	<b>Cell N7:</b> <b>=DATE(YEAR(E7),MONTH(E7)-3,DAY(E7))</b>  <b>OR</b> <b>=EDATE(E7,-3)</b> <ul style="list-style-type: none"> <li>MONTH function ✓ and DAY function ✓ (<i>allocate 2 marks for EDATE</i>)</li> <li>Correct cell reference on MONTH and DAY (E7) ✓</li> <li>Subtract ✓</li> <li>3 months ✓</li> </ul>	2 1 1 1		5	
	<b>Total for QUESTION 4</b>			<b>[26]</b>	

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NUMBER

## QUESTION 5

File name: 5Survey

Total Q5: 40

No	Criteria	Maximum Mark			Candidate Mark
Table: tblInfo					
5.1.1	Field: <b>SurveyNo</b> <ul style="list-style-type: none"><li>Primary key set on <i>SurveyNo</i> field ✓</li></ul>	1		1	
5.1.2	Field: <b>Name</b> <ul style="list-style-type: none"><li>Moved to after <i>Surname</i> field ✓</li></ul>	1		1	
5.1.3	Field: <b>Code</b> Input Mask: >L0000C <b>All caps</b> <ul style="list-style-type: none"><li>&gt; ✓</li></ul> <b>Compulsory letter</b> <ul style="list-style-type: none"><li>L ✓</li></ul> <b>4 compulsory digits</b> <ul style="list-style-type: none"><li>0000 ✓</li></ul> <b>Optional or required character or space</b> <ul style="list-style-type: none"><li>C ✓ OR &amp;</li></ul>	1		4	
		1			
		1			
		1			
5.1.4	Field: <b>DateIn</b> <ul style="list-style-type: none"><li>Appropriate validation text inserted that refers to correct dates from 2017/12/31 ✓ to 2019/10/10 ✓ (do not allocate marks if validation rule was copied)</li></ul>	2		2	
5.1.5	Field: <b>Days</b> <ul style="list-style-type: none"><li>Order of fields swopped [DateOut]-[DateIn] ✓ OR Abs([DateIn]-[DateOut]) OR -([DateIn]-[DateOut])</li></ul>	1		1	
5.1.6	Field: <b>WillReturn</b> <ul style="list-style-type: none"><li>Format changed to 'True/False' ✓</li></ul>	1		1	
Form: frm5_2					
5.2	<ul style="list-style-type: none"><li>Examination number and the original data displays in form header ✓</li><li>Show DatePicker set to 'Never' for <i>DateIn</i> ✓</li><li>Field inserted ✓<ul style="list-style-type: none"><li>Combo box inserted ✓</li><li>Control source: <i>TravellerType</i> field ✓</li><li>Row source: tblOptions OR SELECT [tblOptions].[Options] FROM [tblOptions] ✓</li></ul></li><li>Page header and page footer does not display ✓</li></ul>	1		7	
		1			
		1			
		1			
		1			
		1			
		1			

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EXAMINATION  
NUMBER**QUESTION 6****File name: 6\_1Wonder, 6\_2Tourism****Total Q6: 20**

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No	Criteria	Maximum Mark			Candidate Mark
6_1Wonder					
6.1.1	<b>Background colour</b> <body bgcolor="beige">  • Background colour set to beige ✓	1		1	
6.1.2	<b>Font</b> <font size="50" face="Century">Agra</font>  • Font size set to 50 ✓ • Font type set to 'Century' ✓	1 1		2	
6.1.3	<b>Line break and picture</b>     • Line break/Paragraph tags added before the picture ✓ • <img src> tags inserted ✓ • 6City.jpg inserted ✓ • Height set to 350 ✓ • Width set to 600 ✓	1 1 1 1 1		5	
6.1.4	<b>Ordered list</b> <ol> <li>...</li> <li>...</li> <li>...</li> <li>...</li> </ol>  • Ordered list tags added ✓	1		1	

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EXAMINATION  
NUMBER**6\_2Tourism**

6.2	<pre> &lt;html&gt;   &lt;body&gt;     &lt;h1&gt;&lt;i&gt;Foreign Taj Mahal Tourist&lt;/i&gt;&lt;/h1&gt;     &lt;table border="3"&gt;       &lt;tr&gt;         &lt;th colspan="3"&gt; 2018           Figures&lt;/th&gt;       &lt;/tr&gt;       &lt;tr&gt;         &lt;td&gt;Year&lt;/td&gt;         &lt;td&gt;Arrival&lt;/td&gt;         &lt;td&gt;%&lt;/td&gt;       &lt;/tr&gt;       &lt;tr&gt;         &lt;td&gt;2018&lt;/td&gt;         &lt;td&gt;10.04&lt;/td&gt;         &lt;td&gt;14.0&lt;/td&gt;       &lt;/tr&gt;     &lt;/table&gt;     &lt;a href = "www.tajmahal.in"&gt;Click for     more information: www.tajmahal.in&lt;/a&gt;   &lt;/body&gt; &lt;/html&gt; </pre> <ul style="list-style-type: none"> <li>• <b>Heading</b> <ul style="list-style-type: none"> <li>○ Heading level 1 <b>OR</b> 2 ✓ <b>OR</b> Font size and/or bold</li> <li>○ Italics applied to heading ✓</li> </ul> </li> <li>• <b>Table</b> <ul style="list-style-type: none"> <li>○ Table created ✓ with any border ✓</li> <li>○ Three sets of rows created ✓ (<i>accept two rows with first row th or td</i>)</li> <li>○ First row &lt;td&gt; or &lt;th&gt; merged across 3 columns ✓</li> <li>○ Three sets of columns created ✓</li> <li>○ Table heading <b>OR</b> centred in first row and bold ✓</li> </ul> </li> <li>• <b>Hyperlink</b> <ul style="list-style-type: none"> <li>○ Hyperlink created on text 'Click for more information: www.tajmahal.in' ✓</li> <li>○ Links to 'www.tajmahal.in' ✓ (<i>mark from code</i>)</li> </ul> </li> </ul>			10	
		1			
		1			
		2			
		1			
		1			
		1			
		1			
		1			
		1			
	<b>Closing tag(s), triangular brackets and nesting correctly used</b>	1		1	
	<b>Total for QUESTION 6</b>			<b>[20]</b>	

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7.2.2	<b>Subtotal feature (Mark by inspection)</b> <ul style="list-style-type: none"> <li>Change added to: <i>Traveller Type_Reisigertipe</i> ✓</li> <li>Entries counted ✓ (<i>SUBTOTAL(3,...)</i>)</li> <li>Subtotal added to: <i>Gender_Geslag</i> ✓</li> </ul>	1 1 1		3	
<b>7Numbers</b>					
7.3	<b>Importing data from HTML file (table In OR tblOut)</b> <ul style="list-style-type: none"> <li>New table created named 'In' ✓</li> <li>Correct data ✓ (<i>7Half</i>)</li> <li>Appears in database ✓ (<i>6 records</i>)</li> <li>Field names correct ✓ (<i>Month, 2016, 2017, 2018</i>)</li> <li>No primary key created ✓</li> <li><i>Month</i> field size changed to acceptable size ✓ (<i>8–50</i>)</li> </ul>	1 1 1 1 1 1		6	
	<b>Total for QUESTION 7</b>			<b>[20]</b>	
	<b>TOTAL</b>			<b>180</b>	

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